



Georgia Department of Driver Services
2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified DUI/Risk Reduction Programs

FR: Tunnizia Weston, Regulatory Compliance Field Operations Manager *KB*

DA: August 5, 2015

RE: Clarification of Records to be Maintained

The purpose of this memo is to clarify the records that will be reviewed during the Risk Reduction Program Audit.

Effective immediately, the Needs Assessment Answer Sheet and Assessment Results no longer need to be maintained in the student file. In addition, a copy of your monthly rebate check or Credit Card Authorization Form no longer needs to be maintained with the Monthly Assessment Rosters.

Due to technology enhancements and the accessibility of electronic Assessment documents, the following student documentation will be audited and **should be maintained in the class file**:

- Class Roster
- Original Course roll
- Original Assessment Contract
- Assessment Summary Sheet (Student and Instructor signature page) - Please be advised that if further review of a student's Assessment documentation is needed, the NEEDS Assessment in its entirety should be presented upon request.
- Student Information Sheet
- Original Intervention Contract
- Graded Intervention Post-test

For auditing purposes, please continue to maintain copies of the signed monthly assessment rosters in the **Assessment Roster file**. All other processes not addressed in this memo will remain the same at this time.

The Department staff looks forward to assisting and answering any questions you may have. Please feel free to contact your assigned field analyst by phone or email if any additional information is needed. Thank you for your cooperation and continued commitment in enhancing the integrity of our DUI/ Risk Reduction Program.